



Martial Artists Against Bullying Member's Guide

How to register and list
your school on
www.DoneWithBullying.com

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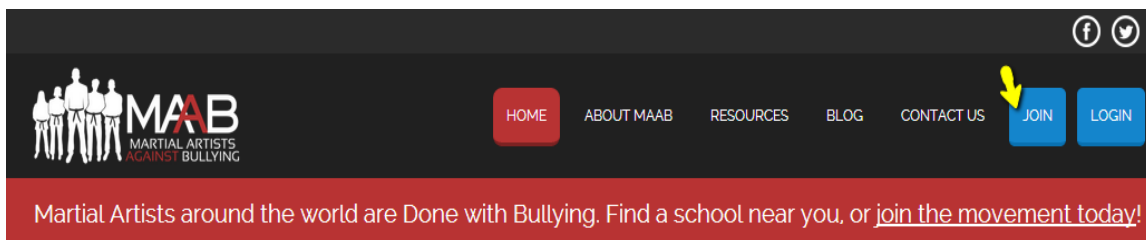
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Getting into the System:

How to Register for Martial Artists Against Bullying

1. First, go to www.donewithbullying.com
2. Once there, click on the blue “Join” button at the upper right side of the home page:



3. You will then be taken to the [Join Page](#), which lists details about the program and guidelines for participation. Read through those guidelines, and if they sound good to you, fill out the registration form on the right side of the page:

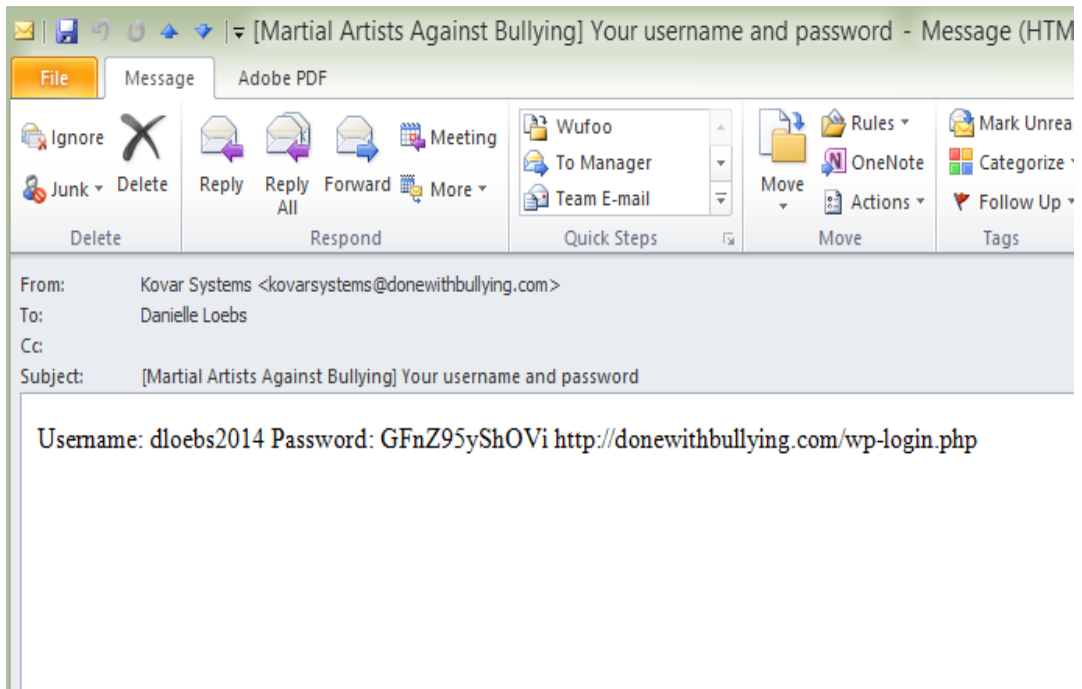
This is the registration form:

4. Type in a username and enter your email address, then click on the red “register now” button. If the username you have chosen has already been taken, you will receive a message under the register button requesting you try a different username. If there is not message, that means the system will be sending a temporary password to the email address you provided.

Getting into the System:

Where to Find Your Log In Information

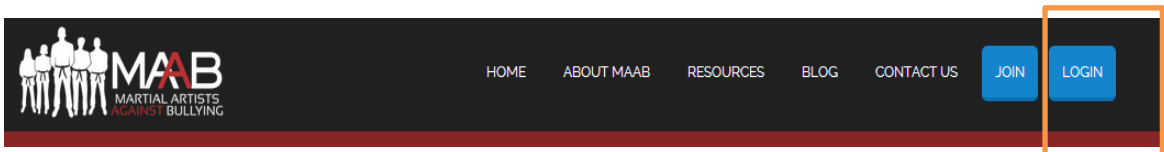
1. Within a few minutes after registering on www.donewithbullying.com you will receive an email with your username and password information from kovarsystems@donewithbullying.com it should look something like this:



2. If you do not see the email within 5 minutes, please check your spam folder in case your email provider filtered out the email.

How to Log In for the First Time

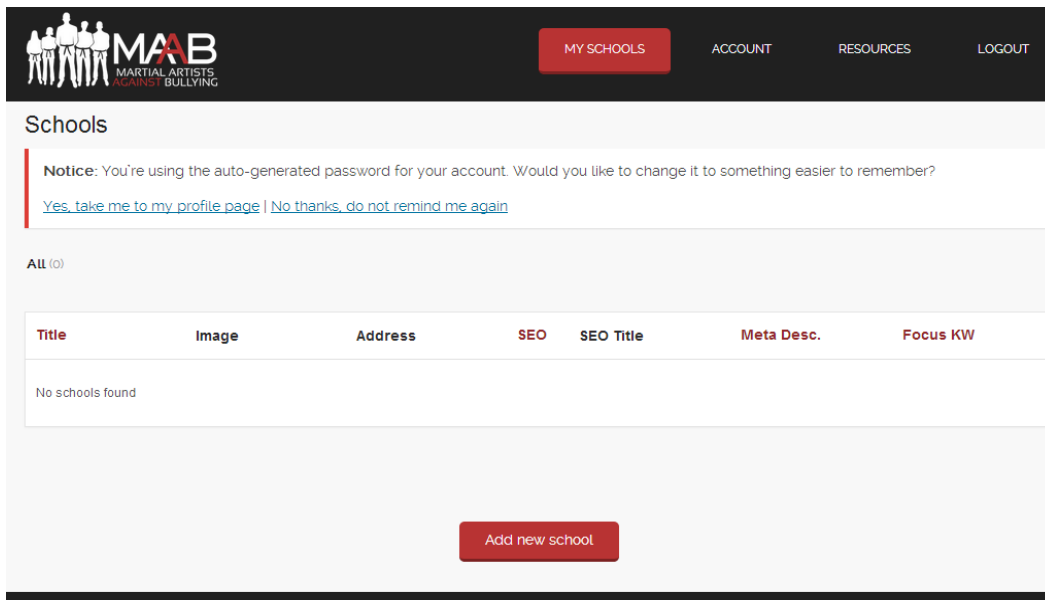
1. Return to the home page for www.donewithbullying.com and click on the blue "Log In" button at the top of the page.



Getting into the System:

How to Log In for the First Time (continued)

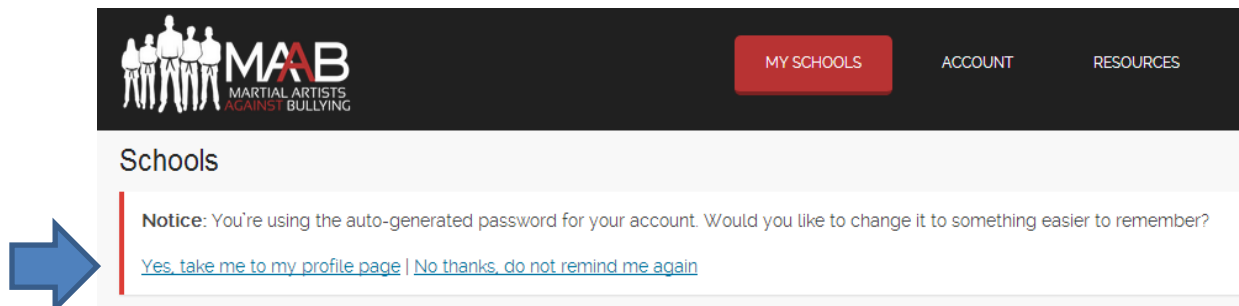
2. You will then be taken to the [Log In page](#). Using the temporary password that was emailed to you when you registered, enter your username and password to get into the system. This will take you to the Admin page, which looks like this:



The screenshot shows the MAB (Martial Artists Against Bullying) Admin interface. At the top is a navigation bar with the MAB logo and links for MY SCHOOLS, ACCOUNT, RESOURCES, and LOGOUT. Below the navigation bar is a 'Schools' section. A notice box states: 'Notice: You're using the auto-generated password for your account. Would you like to change it to something easier to remember?' with two links: 'Yes, take me to my profile page' and 'No thanks, do not remind me again'. Below the notice is a table with columns: Title, Image, Address, SEO, SEO Title, Meta Desc., and Focus KW. The table is currently empty, displaying 'No schools found'. At the bottom of the section is a red button labeled 'Add new school'.

How to Change Your Password:

1. There are two ways to change your password when you log in for the first time. First, you will be promoted to do so the first time you view the Admin page, and can click the “[Yes, take me to my profile page](#)” link to change the password.

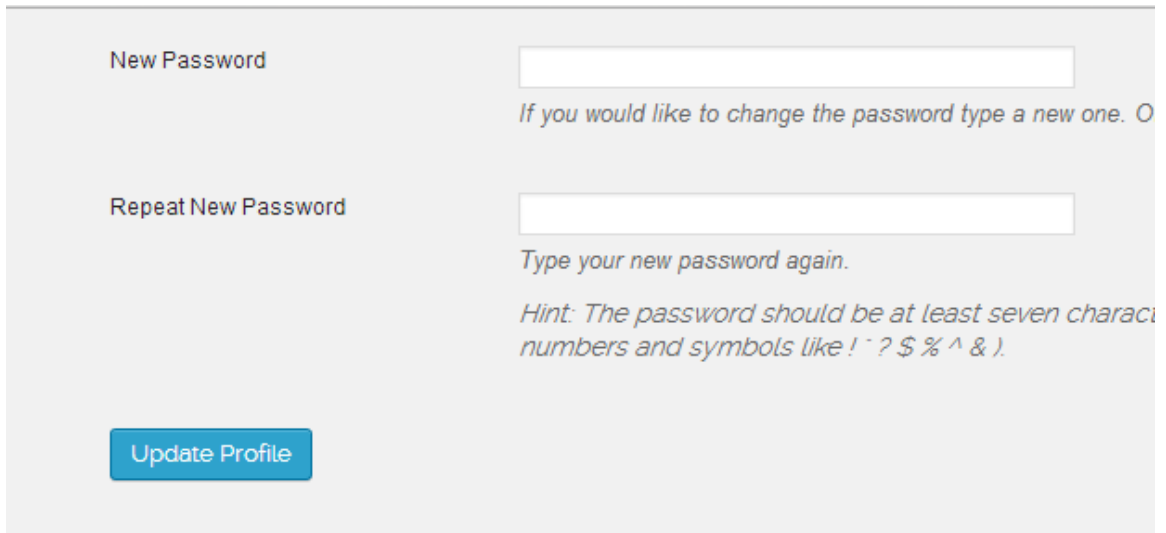


This screenshot is identical to the previous one, showing the MAB Admin page. A large blue arrow points from the left side of the page towards the notice box, highlighting the 'Yes, take me to my profile page' link.

Getting into the System:

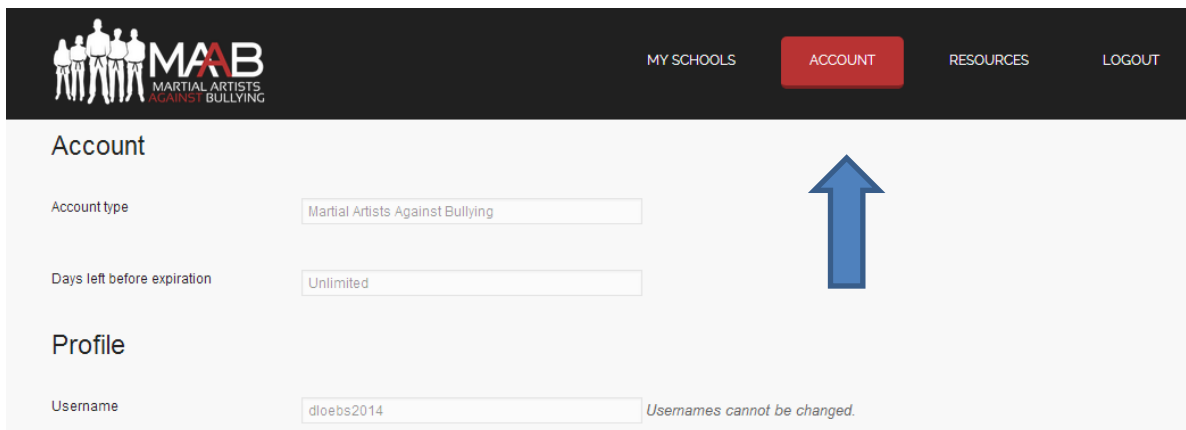
How to Change Your Password (continued):

2. You will then be taken to your profile where you can enter a New Password. Click “Update Profile” to complete the change:



The screenshot shows a form for changing a password. It has two input fields: "New Password" and "Repeat New Password". Below the "New Password" field is a hint: "If you would like to change the password type a new one. O". Below the "Repeat New Password" field is a hint: "Type your new password again." and a more detailed hint: "Hint: The password should be at least seven characters long and contain at least one number, one letter, and one symbol like ! ~ ? \$ % ^ &).". At the bottom left of the form is a blue button labeled "Update Profile".

3. If, by any chance you clicked on the “No thanks, do not remind me again” link on the previous page, you can still access your profile page at any time in the future to change your password. To do that, simply click on “[Account](#)” on the top of the page:



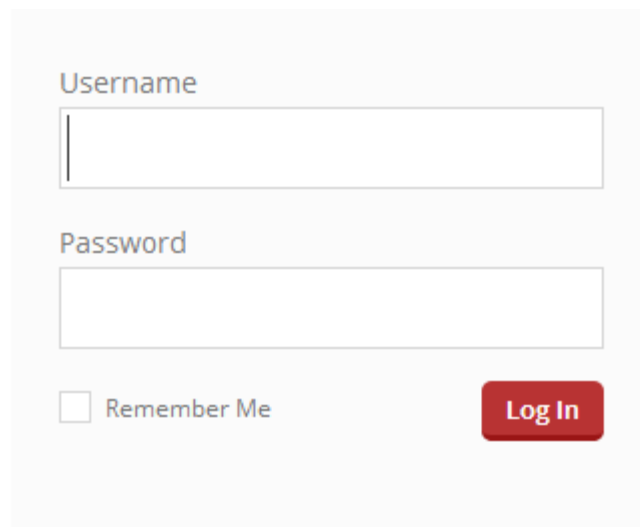
The screenshot shows the top navigation bar of the MAB (Martial Artists Against Bullying) website. The navigation bar is black with white text. On the left is the MAB logo. In the center are links for "MY SCHOOLS", "ACCOUNT" (highlighted in red), "RESOURCES", and "LOGOUT". Below the navigation bar is the "Account" page. The page has a white background. Under the "Account" heading, there are two input fields: "Account type" with the value "Martial Artists Against Bullying" and "Days left before expiration" with the value "Unlimited". Below these is the "Profile" section with an input field for "Username" containing "dlombs2014" and a note: "Usernames cannot be changed." A large blue arrow points upwards from the "ACCOUNT" link in the navigation bar to the "Account" page content.

4. You will find the option to change your password near the bottom of the “[Account](#)” page. Be sure to click “Update Profile” to save any changes.

Getting into the System:

What To Do If You Lost Your Password:

1. If you lost your password, go to the Log in Page and click on the red link that says “Lost Your Password?” underneath the log in form.

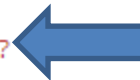


Username

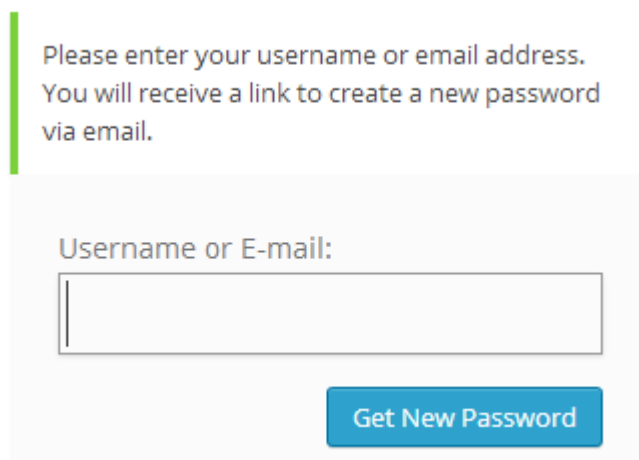
Password

Remember Me

[← Back to Martial Artists Against Bullying](#) [Register | Lost your password?](#)



2. You will then be prompted to enter the email address you used to register with and will be emailed your username and a new temporary password to use to get into the system:



Please enter your username or email address.
You will receive a link to create a new password via email.

Username or E-mail:

Getting into the System:

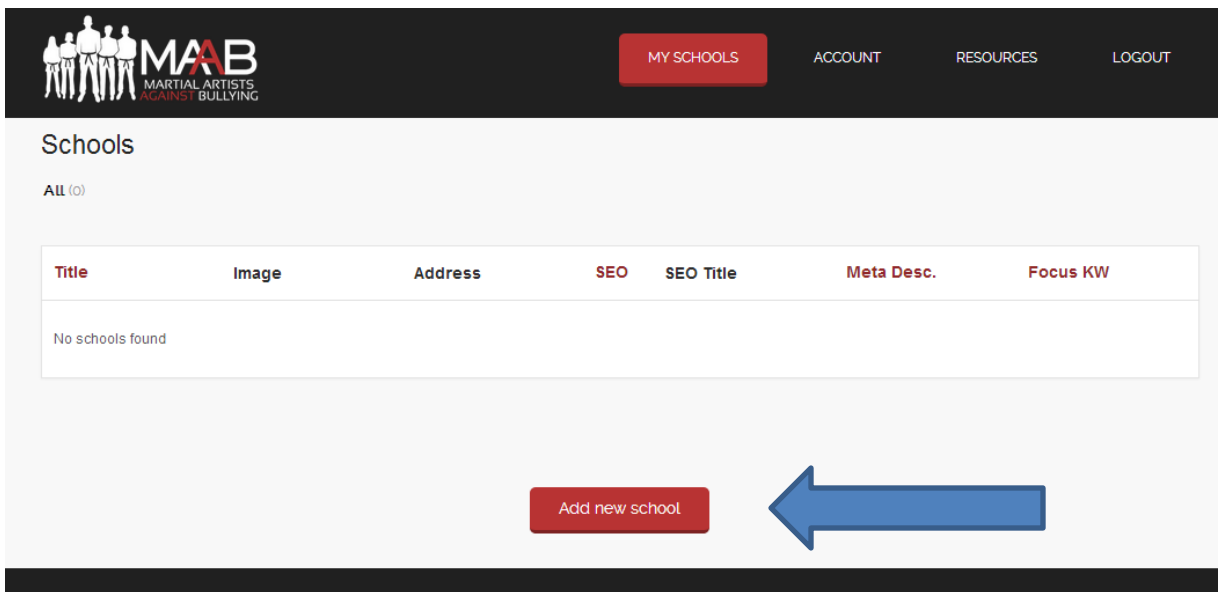
What To Do If You Never Received Your Password:

1. In some rare cases, your email spam filter may not allow you to see emails from kovarsystems@donewithbullying.com and will automatically delete the email. You can prevent this from happening by adding the email address to your “white list” or your “contact list” and going through the “Lost Password” steps outlined above.
2. If you still are unable to receive the emails from kovarsystems@donewithbullying.com, we recommend you [contact us directly](#) so we can help you get into the system. Please fill out a “[Contact Us](#)” form and include your phone number in case our emails back to you from hello@donewithbullying.com also are deleted by your spam filter.
3. As a last resort, you can contact us by phone at Kovar Systems: 1-877-891-2345 between 9AM and 5PM Pacific Time, Monday through Friday to ask for assistance.

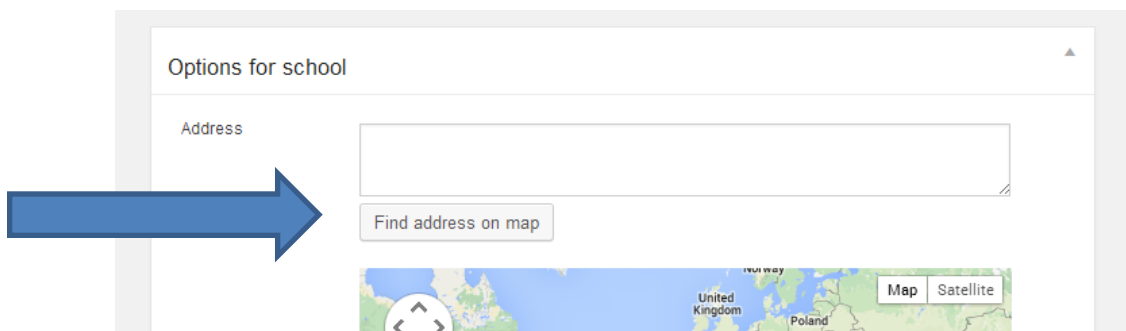
Getting Schools Listed on the Map:

How to Create Your First School Listing:

1. First, log in with your username and password at www.donewithbullying.com
2. You will then be taken to the admin screen. To add your first school listing, click on the red “add new school” button on the bottom of the page.



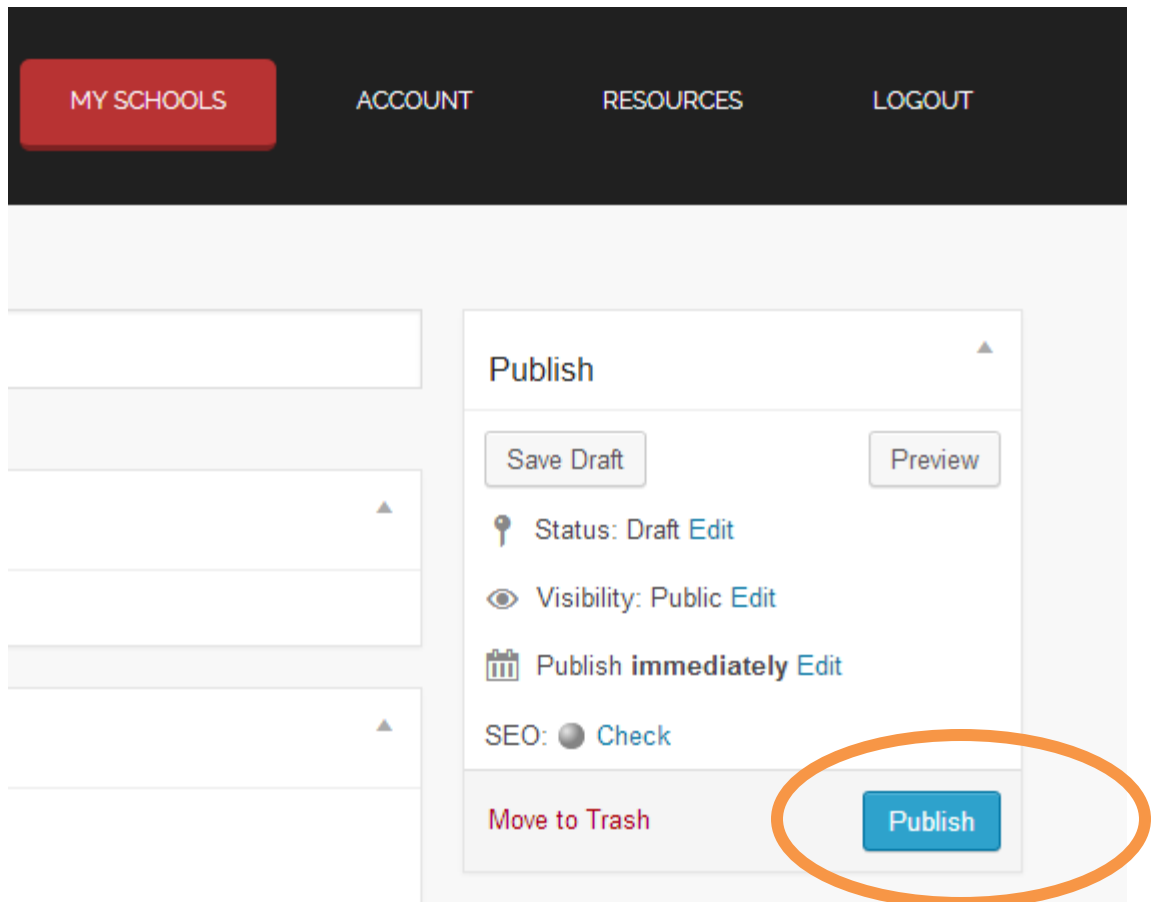
3. This will take you to a new school profile page, where you can fill out the name, address, contact information, school hours and other details you would like to make visible on your map listing.
4. To be placed correctly on the Map, be sure to enter your address and click on the grey “Find Address On Map” button to sync your listing with the Google Maps plugin.



Getting Schools Listed on the Map:

How to Create Your First School Listing (continued):

5. When you have filled out all the details for your school listing that you would like to have visible when someone locates you on the map, click on the blue “Publish” button near the top right of the page. Your listing will then be live on the home page!



Getting Schools Listed on the Map:

How to Edit Your School Listing:

1. If you would like to edit an existing school listing, log in to www.donewithbullying.com and click on the name of the school you would like to edit under the “My Schools” page, which should be the first page that comes up after logging in.
2. You will then be taken to the school profile page where you can edit your listing as needed. Remember to hit the blue “Update” button located near the top right of the page in order to save your changes.

How Create Additional Listings:

1. To add additional listings, if perhaps you have multiple locations of your school, you can go through the same process as you did when you created your first school listing. Simply click on the red “Add New School” button at the bottom of the “My Schools” section of the site and publish a new school profile.



How Delete a School Listing:

1. You can delete a school listing by going to the “My Schools” page and moving your cursor over the school listing you would like to delete. You will see an option underneath the name of the school that says “Move to Trash.” This will unpublish your listing and move it to the Trash folder.

Additional Help:

If you could not find the answer to your question about anything related to DoneWithBullying.com please fill out the "[Contact us](#)" form and we will get back to you as soon as possible!